



## Positive Futures Homes

**Job Title:** Registered Manager, Location: Liverpool

**Reports to:** Director / Responsible Individual

**Location:** Liverpool

### Pay and Conditions

**Salary:** £40,000 - £45,000

**Leave:** 33 days inclusive of 8 Bank Holidays

**Hours:** 37.5 hours

**Responsible to:** Directors/ Responsible Individual

**Probation:** Appointments are subject to satisfactory completion of a probationary period, normally 6 months.

**DBS Disclosure:** An Enhanced DBS Disclosure will be required for this post.

### Additional Benefits:

Agile working

Additional On Call Allowance

Health Plan after 3 months

Access to clinical supervision if desired

Pension 5% company pension, option to increase personal contribution

After 1 year - private health cover

### **About Positive Homes**

We are a new trading company setup by the youth development charity Positive Futures Liverpool ([www.positivefutures.org.uk](http://www.positivefutures.org.uk)). We have created Positive Homes as we want to invest in the **long-term outcomes** of the young people in our care.

To do this, we commit to providing: -

- The best paid team
- The best trained team
- The best possible homes
- The nicest locations

## **AND**

- We will offer a mental health provision as standard for every young person in our care
- We will give them preferential access to all the services offered by Positive Futures, be that Targeted Support, Counselling skills, CBT skills, recreational or social provision.
- We will return surplus; profit to both Positive Futures and Positive Homes.

We will provide extensive training & development for our team to ensure not only that the young people receive the best service possible, but that team members grow with the organisation over the years.

## **Purpose of the Job**

We are looking for an exceptional, experienced, and empathetic leader and manager to put their stamp on a new charitable, entrepreneurial venture. As the Registered Manager, you will be responsible for managing all aspects of running the home, for short, medium, and long term planned placements to ensure young people are supported and prepared to move on to independent living. You will ensure that high levels of educational, emotional, and physical care, appropriate activities, comfortable accommodation, and the service of keyworkers are planned, provided, and applied in accordance with Positive Homes Procedures and Policies.

## **Duties and Responsibilities:**

- To hold and maintain their own OFSTED registration and ensure the service meets OFSTED standards. To be up to date with relevant legislation and residential care home regulations and standards and to meet the requirements. To ensure the homes maintain Ofsted registration and that standards are translated into practice for staff.
- In line with Ofsted Care Home Regulations, to be accountable as the Registered Manager to how the home is organised, run and managed. To make independent decisions and be responsible on appropriate referrals into the service, suitability of placements, ensure good matching of children and that the placement meets the child's needs. To notify Ofsted of any required changes and complete assessments and put plans in place to respond to any emerging difficulties.

- To maintain a good understanding of child protection and have the knowledge to ensure all risk assessments are updated for individual children and that staff members' experience and levels of training are appropriately matched.
- To provide leadership and management to a group of residential staff, who are supported by one Deputy Manager, including the delegation and allocation of work commensurate with their respective grades.
- Ensure the recruitment, induction and training of staff is in line with company policies and always ensure staffing by devising and maintaining an effective rota system to manage the home day to day.
- To provide regular professional supervision to the Deputy Manager and residential staff that demonstrates clear management oversight and decision making, is reflective, and is both supportive and challenging in nature.
- To manage the home budget and ensure effective budget management oversight. Plan monitor and review expenditure and financial commitment against the budget to ensure services are provided within cost limits and that services represent good value for money.
- To monitor and manage the performance of staff, including regular scrutiny of casework via quality assurance systems and ensure that systems and performance is monitored and managed effectively via regular audits.
- To create long term strategies for service improvement and implement business plans. To ensure services are targeted, developed and delivered in accordance with company policy, legal requirement, and best practice guidance. To create and review the Ofsted improvement plans, ensure regular use of quality assurance processes in the scrutiny of and identify any additional areas of practice that require quality assuring.
- To produce reports and maintain records to a high standard in accordance with the company guidance/policy. Ensuring that all record keeping, including high quality case recording, accounting, and records of the other team activity, such as all meetings, is maintained and is available for reporting when required
- To ensure colleagues are appropriately trained, skilled, and qualified to conduct activities and provide support for the young people.

- To actively participate in recruitment, grievance, disciplinary, health and safety and other staffing matters with support from the Director / Responsible Individual.
- To be able to work in a flexible manner, including weekends, evenings and to participate in the managers on-call Rota.
- The post holder must carry out their duties with full regard to all company's operational policies and procedures.
- Any other duties as required by the Director, commensurate with the grade of the post.

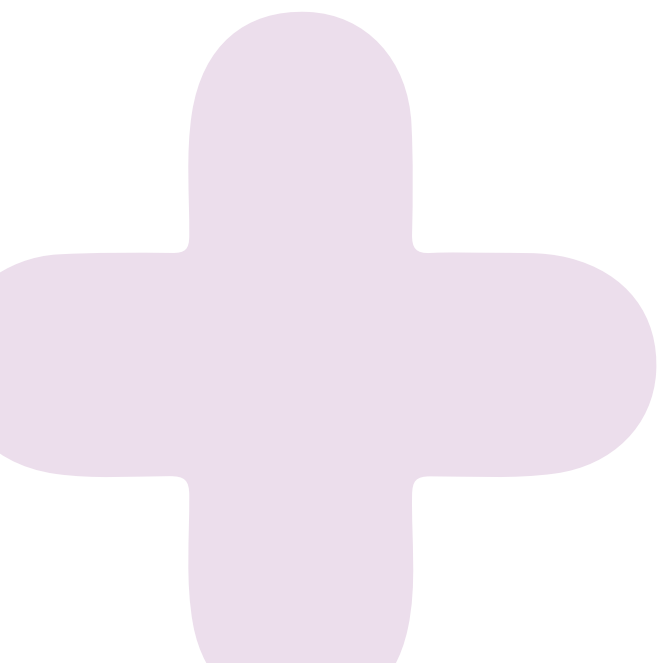
### **Legal and Statutory Responsibilities**

All staff must be prepared to comply with Positive Homes Health and Safety policies and attend relevant statutory training as required.

Positive Homes is committed to diversity and inclusion of staff and service users. All staff are required to demonstrate their commitment to these policies in their day-to-day work and to always treat others with dignity and respect.

### **Corporate Responsibilities**

All staff are expected to demonstrate a commitment to the vision, aims and core principles of Positive Homes and be prepared to contribute towards these aims within their staff team.



### Person Specification: Registered Manager

Criteria	Essential Requirements	MOA
<b>Skills, knowledge, experience</b>		
<b>S1</b>	Ability to illustrate an understanding of OFSTED regulations, care home standards and a home's statement of purpose.	<b>A,I</b>
<b>S2</b>	Be able to express an appreciation and understanding of current childcare legislation, up to date research and its application to working practices.	<b>A,I</b>
<b>S3</b>	Be able to apply 1 and 2 into effectively managing an Ofsted compliant children's home.	<b>A,I</b>
<b>S4</b>	Extensive experience with a minimum of 4 years of experience directly delivering services to children and young people in a residential setting.	<b>A</b>
<b>S5</b>	Demonstrate an ability to ensure a children's home is organised and managed. To make decisions on appropriate referrals into the service, ensure good matching of children and that the placement meets the child's needs. To respond to crisis and emergency safeguarding matters to ensure children are safe.	<b>A,I</b>
<b>S6</b>	Experience of managing staff and providing regular good quality supervision and appraisal to staff, ensuring sufficient training and development opportunities	<b>A,I</b>
<b>S7</b>	To understand the role of other agencies and work together in an effective manner, using your own initiative. Ability to work co-operatively with colleagues and work on own initiative	<b>A,I</b>
<b>S8</b>	Can manage time / self efficiently and effectively.	<b>A,I</b>
<b>S9</b>	Ability to write concise reports and maintain appropriate records.	<b>A,I,E</b>
<b>S10</b>	Ability to be able to understand and use performance management information to support the work of the team.	<b>A,I</b>
<b>S11</b>	Ability to deal with complaints in an effective manner.	<b>I</b>
<b>S12</b>	To demonstrate experience and an ability to respond to children who may present with complex needs.	<b>A,I</b>

<b>S13</b>	Ability to effectively apply quality assurance processes and maintain the effectiveness of these.	<b>A,I</b>
<b>S14</b>	Ability to analyse information accurately and make judgements under pressure.	<b>A,I,E</b>
<b>S15</b>	Ability to oversee safeguarding and crisis situations in the home and respond in line with procedures and ensure best practice	<b>A,I</b>
<b>S16</b>	Able to provide clear leadership and direction and motivate others.	<b>A,I</b>
<b>S17</b>	Experience of managing a children home's budget in line with financial regulations and ensuring cost effective services	<b>A,I</b>
<b>S18</b>	Skills in managing change and applying a systematic approach to prioritization of tasks and problem solving.	<b>A,I,E</b>
<b>S19</b>	Substantial experience of the use of quality assurance tools and processes.	<b>A,I</b>
<b>S20</b>	Extensive experience of performance monitoring and management.	<b>A,I</b>
<b>S21</b>	Experience of managing relationships at multiple levels and with local authorities	<b>A,I</b>
<b>S22</b>	Excellent communication skills both verbal and written	<b>A,I,E</b>
<b>Personal attributes</b>		
<b>P1</b>	<b>Stability:</b> Emotional resilience and maturity. Balanced prospective	<b>A,I,</b>
<b>P2</b>	<b>Creativity:</b> Ability to be imaginative but practical about childcare. Drive to see things through	<b>A,I</b>
<b>P3</b>	<b>Flexibility:</b> Capable of performing a wide variety of tasks. Ability to sustain and work through placement issues thus reducing unnecessary moves for young people	<b>A,I</b>
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• Level 5 in Leadership and Management</li> <li>• 2 years' experience as a Registered Manager</li> </ul>		

Please send your CV into [info@pfhome.org.uk](mailto:info@pfhome.org.uk)